



System Development and Life-Cycle Management (SDLCM) Methodology

Subject Structured Walkthrough	Type	Procedure
	Identifier	P-2102
	Effective Date	February 2002
	Revision No.	1

Approval

CISSCO Program Director

1. PURPOSE

This procedure provides direction on how to hold a structured walkthrough to review products. Depending on whether the purpose of the walkthrough is to certify the products or to educate the staff, the rework of the material may or may not be part of the walkthrough.

2. APPLICABILITY

This procedure applies to all NRC Projects/Tasks, subject to the SDLCM methodology, that use peer review methods to review products.

This procedure applies to when

- The peer review type chosen for a product is a structured walkthrough.
- The walkthrough is used to validate the logical design of a system being developed or enhanced.
- A walkthrough is used to educate and get feedback.

3. REFERENCE PUBLICATIONS

- SDLCM Methodology Handbook
- SDLCM Methodology Procedure P-2101, Peer Review
- SDLCM Methodology Procedure F-2251, Problem Report Form

4. PROCEDURE

4.1 Data Flow Diagram

The structured walkthrough procedure comprises the three major steps identified in the data flow diagram shown in Figure 2102-1.

4.2 Entry Criteria

The structured walkthrough process shown in Figure 2102-1 has three possible triggers:

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- Product, portion of product, or set of products are completed
- Logical design is completed
- New concept or technology is ready for review or demonstration and feedback

The input to the structured walkthrough process is the product to be previewed.

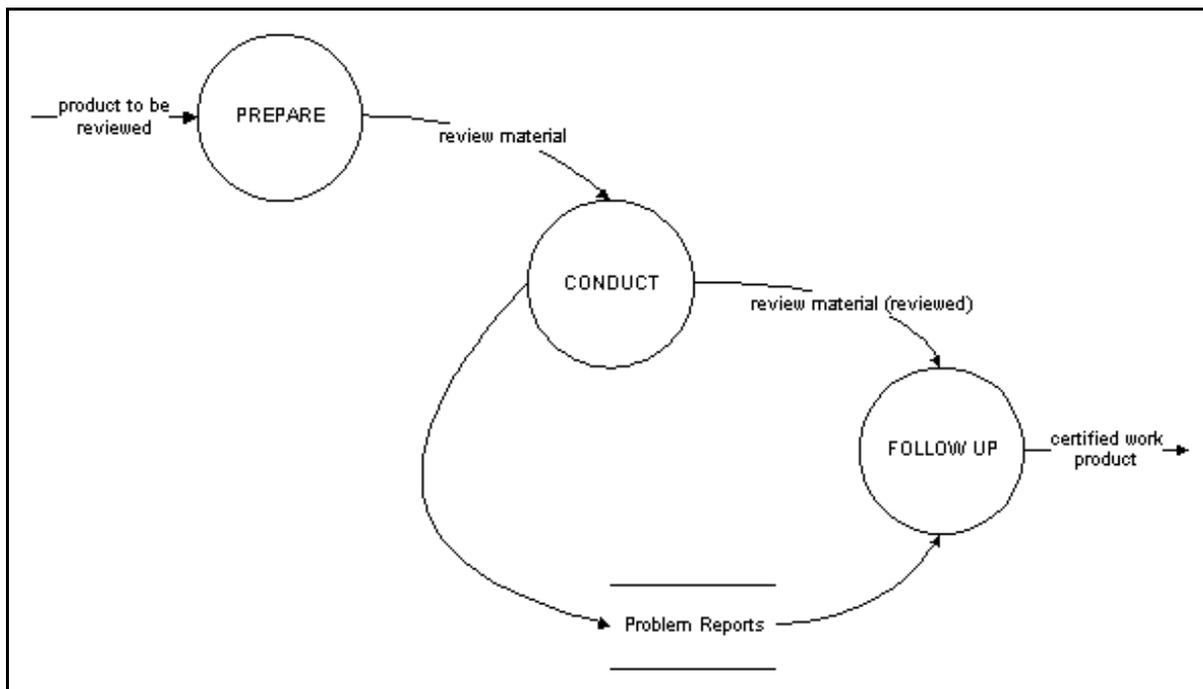


Figure 2102-1. Structured Walkthrough Data Flow Diagram

4.3 Steps

Perform the following three steps:

1. Prepare for the Walkthrough
 - Determine who the reviewers will be, and assign a scribe from among the reviewers.
 - Assemble the review material. When changed material is being reviewed, give the rationale for the change (such as by providing a problem report number). When tool support is available, also mark exactly where the changes have been made.
 - Schedule the review. Notify the reviewers of the date, time, and place.
2. Conduct the Walkthrough

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- Distribute the review material. If the product is to be reviewed with a demonstration, there may not be any material to distribute.
 - Walk through the material, discussing each product in the review package. Answer questions regarding the material.
 - Identify errors and issues.
 - Fill out a Problem Report Form (F-2251) to record all errors identified and issues to be resolved. Include all errors discovered in the problem report, whether or not they are within the scope of the review.
3. Follow-up on the Walkthrough
- Assign responsibility for resolution of errors and issues
 - ◆ If any errors found are outside of the scope of the review (for example, a requirements issue during a code review or an error in a product not being reviewed), record the error and bring it to the attention of the responsible group or person.
 - ◆ If the walkthrough is not being held to certify material, assign responsibility for resolution of each problem identified to an individual or group.
 - ◆ If the walkthrough is being held in order to certify material, assign responsibility for resolution of each problem or error to the product's author(s) and proceed with the following substeps.
 - Rework the material to address recorded errors.
 - Assign someone to review and certify the product.
 - Review the rework. Continue to rework the product until all errors have been fixed.
 - Record the certification, storing it in the Project's library.

4.4 Exit Criteria

The results of the review are

- The certification is placed into the Project/Task CM library (only when the review is used for certification)
- Errors and issues that were identified but are outside the scope of the review are recorded in the Project/Task CM library

The output of the review (when the review is used for certification) is the certified work product.

4.5 Verification

Quality Assurance (QA) personnel attend structured walkthroughs. QA checks the material to be walked through for compliance with Project standards and verifies that

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the walkthrough process is being followed. If the review is used for certification, QA checks the certification audit trail.

4.6 Roles

Table 2102–1 depicts the roles responsible for each step of the Structured Walkthrough procedure.

Table 2102–1. Structured Walkthrough Step-Role Table

Steps:	Roles:	Team Lead	Author	Reviewer	Scribe	QA	Follow-Up Reviewer
1. Prepare for Walkthrough							
	Assign reviewers and scribe	P					
	Assemble materials	R, A	P				
	Schedule the review and notify reviewers	P					
2. Conduct the Walkthrough							
	Distribute materials		P				
	Walkthrough materials and answer questions		P				
	Identify errors and issues			P		P	
	Record errors and issues	R, A	R	R	P	R	
3. Follow-Up on the Walkthrough							
	Assign responsibility for resolution of errors and issues	P					
	Rework the material to address the recorded errors		P			R	R
	Assign reviewer	P					
	Review and certify product						P
	Record Certification	P					

Legend: P=Performs, R=Reviews, A=Approves, S=Supports